

A GUIDE TO EXTERNSHIPS

Unveiling the mystery for current and future AuD students

Through the combination of didactic coursework and clinical education placements, doctoral students in audiology acquire vast knowledge, fundamental to practicing as an audiologist, through their university programs. Thereafter, the final year of study is devoted to the clinical externship. The externship is a remarkable experience whereby AuD students incorporate their working knowledge of all facets of the profession in order to provide audiological service delivery based on evidence-based practice. When your program sends you off to your externship, you are one step closer to the day you graduate with your AuD.

However, the process of finding and applying to externships can be extremely daunting. When, where, and how do you apply? These are all questions that we hope to answer in this guide for audiology students.

Year One

Create a binder to organize important documents

Your life will be much easier in the long run if you organize your materials right away. Having these documents on-hand and in an in order will be important when applying for an externship position. Some of the tabs may not be applicable to you, as some things are dependent on your program and/or future externship site. However, it is always a good idea to be as prepared as possible. We recommend keeping the following tabs within your binder:

- 1) **Academics**
 - KASA Projects (if CAA-ASHA accredited)
 - Unofficial transcripts from all current and former institutions
- 2) **Clinical Work**
 - Clinic grades and hour totals
- 3) **Background Information**
 - Immunization records
 - Background checks
 - CPR/First Aid certification
- 4) **Certification**
 - ABA
 - ASHA
- 5) **Licensure**
 - Praxis information

Again, keep in mind that some of these tabs many not apply to you during your first year. Keep this preliminary information in mind as you continue in your program and learn more about the externship process.

Create a skeleton curriculum vita (CV) or resume

Outlining your CV/resume will save you time later. Gradually fill in your resume as you complete different clinical placements and participate in various activities. Periodically have a professor and/or supervisor review your resume as needed. Check with your university about resume workshops and career services to help you draft your resume.

Talk with your program coordinator/advisor

Check with your program about the recommended timeline to discuss externships, as all programs will vary. Things to ask include:

- What is the university's policy or process for finding externship placements?
- Who is responsible for finding the placements and making initial contacts?
Are there university specific requirements that a site must meet prior to approval?

Become a student member of your state's Academy of Audiology

This is a great way to get connected with other students as well as local audiologists.

Year Two

Update your binder

Make sure that everything is up to date, including your resume and any other important documents such as grades, clinic hours, and anything else that needs to be updated such as immunization records, CPR certification, etc.

Browse the Externship Registry on HEARCareers

<https://hearcareers.audiology.org/jobseekers/internships/>

As you start to get ideas about your area(s) of interest as well as a desired geographic location, begin to search the registry. Start to get an idea of the types of positions that are available.

Take note of application deadlines and requirements

As you browse the registry, take note of application deadlines and requirements, particularly for positions or locations in which you are interested. This will help you to prepare a timeline for your 3rd year. Start to think about your interests as a future audiologist and what sort of setting you might like to work in.

Make a list of 10 placements that you have interest in learning more about. Consult with your program to see if you can directly contact those placements. Note the settings (e.g., hospital, private practice, VA, educational). Ask basic questions about the setting. How many audiologists are there? How many externs does the site typically take? What type of patient population does the site see? What services does the site provide for patients?

Revisit your program's policies

Again, every program is different. Make an appointment with your clinic and/or program coordinator to discuss plans and options. This is an ideal time to make sure you are in the correct clinical placements to help you gain the skills you need to succeed during your externship.

Year Three

Make a list of professional references – supervisors, professors, etc. (start towards the end of your second year)

Some sites will require letters of recommendation as part of your application materials. Determine who you will ask to write you a recommendation letter. Note if the places want only clinical supervisors to recommend you or if they want an academic faculty letter, as well. Provide those individuals with information about the sites to which you are applying (this includes addresses and contact information).

Research the sites where you're interested in applying

Make an Excel document or table outlining important questions to ask/factors involving each position. Example headings include:

- Name of the externship site
- Contact person
- Location of the externship site
- Description of the externship site
- Application deadline
- Necessary application materials
- Salary/stipend offered
- Website URL to the externship site
- Length of externship
- Onsite ABA/ASHA certified clinicians
- Externship license requirement for that state

Start applying!

Get excited and have fun! Have confidence in yourself as a student and as a professional. Make sure you pay attention to application deadlines and the necessary application materials for each site. Set up a mock interview at your schools career center or with a professor. Work on your elevator pitch (two-minute description of who you are).

Consider taking the Praxis Examination

Some sites require that you complete and pass the Praxis examination prior to beginning your externship year. Check with your sites to plan when you will take the examination.

Year Four

During your externship...

Update your resume and place it on HEARCareers

The Academy offers a free resume review service for SAA members. Check out the all the employment resources below.

<https://www.audiology.org/professional-development/employment-resources>

Document your hours for the licensure/certification that you are seeking

Review the requirements for ABA and/or ASHA certification. Make sure you have all of the documents in line. Also, determine what documents/information you will need for licensure in the state where you want to work. Research licensure reciprocity with other states to help when planning job relocations.

Organize all documents needed for graduation and meeting hour requirements

For ABA Certification, visit:

<http://www.boardofaudiology.org/board-certified-in-audiology/>

For ASHA Certification, visit:

<http://www.asha.org/certification/AuDCertification/>

If you haven't already, become a student member and/or volunteer with your state's Academy of Audiology

This is a great way to network with local audiologists and potential future employers.